

Job Profile

Day Services Coordinator

Grade 6 JE ID: 0178

Date updated: August 2025

About the Job:

As a Day Services Coordinator, you will work as part of a team to facilitate and coordinate meaningful opportunities for adults with social care needs, including physical disabilities, learning disabilities and dementia, which includes daytime activities, both on site and in the community. Your role will include coordinating and supporting the team with the day-to-day running of the service, whilst also supporting individuals with all aspects of their day-to-day living needs, including coordinating care plans, maintaining social and physical activities, supporting with medication needs, personal care, mobility, and mealtimes.

This is what we need you to do...

- With support of wider management, determine and leading on day-to-day responsibilities for team members, coordinating and supporting meaningful sessions with individuals attending our day service.
- Administer, prompt, or assist individuals with their medication requirements, ensuring the safe storing, handling, and use of medication.
- Provide support and guidance to colleagues administering medication as needed.
- Coordinate, follow and contribute to the creation and review of care plans and risk assessments in conjunction with the individual, their families, carers, and wider support networks, including other professionals.
- Follow all health and safety guidelines to ensure the wellbeing of individuals and colleagues within the service.
- Provide mobility assistance and personal care when required based on the needs of the individual, following all care plans and risk assessments.
- Transport individuals to and from activities, both outdoor and indoor, across the county.
- Actively participate in regular, effective supervision with a supervisor/manager and appraisal to discuss effective practice, reflection, continuing professional development and career opportunities.
- Work with individuals to develop and maintain care plans to promote their independence.
- Develop and maintain effective relationships with individuals you support, including their families, carers, and colleagues.
- Maintain accurate written and electronic record keeping in accordance with the Council's published guidelines to ensure confidentiality at all times.
- Take responsibility and accountability for the support provided to individuals attending the service, ensuring any safeguarding concerns are reported promptly to your line manager.
- Contribute to the development of the service by communicating new ideas, through attendance at team and 1-1 meetings with your line manager.
- To implement and work according to all local service policies and procedures.
- Undertake other duties as requested by your line manager in accordance with your current job role and grade.

The ideal candidate will have...

Experience

- supporting or working with people with physical or learning disabilities, or cognitive impairments, providing support with personal care and medication administration.
- developing care plans and risk assessments.
- flexible working as part of a supportive team.
- using initiative to problem solve.
- communicating with a range of people in a clear and open manner, using appropriate language.
- experience of and willingness to provide personal care and physical support, including assisting with mobility, repositioning, and using equipment such as hoists and wheelchairs.

Knowledge, Skills and Understanding

- An understanding of the health and social care sector.
- The ability to understand and follow policies and procedures.
- Good Information Technology skills.
- Good listening and communication skills, both written and verbal.
- Demonstrate the ability to gather information in order to develop and complete care plans and risk assessments.
- An understanding of legislation and principles of care and support, including the General Data Protection Act, Safeguarding, and the Equalities Act.

Behavioural attributes

- Aligns with [Gloucestershire Employee Values](#) and behaviours.
- Holds a commitment to the quality of care and support provided to individuals.
- Collaborates with colleagues to support their development.
- Listens and communicates with sensitivity and understanding.
- Show honesty, dignity, and respect to people that you will be working with.
- Enthusiastic with a commitment to your professional learning and development.
- Positive attitude, with an adaptable approach to challenges within the workplace.

Education & Qualifications

Essential

- Educated to GCSE Level English and Mathematics 9 – 4 (or equivalent)
- Level 3 qualification in Health and Social Care (or equivalent standard), or the relevant experience as outlined in the job profile, with a willingness to work towards a Level 3

Special Conditions:

- This post is subject to an Enhanced Disclosure and Barring Service (DBS) with Barred List check.
- The expectation of this post is that you will be flexible to the needs of the service and support work in other establishments within the boundaries of the Council when required.
- The post holder must hold a clear and valid driving licence (exceptions under the Equality Act may apply) or have the ability to travel around the County.
- This position involves regular physical activity, including the daily lifting, moving, and handling of individuals, which is a core requirement of the role

Monitoring and ongoing development of outcomes As part of the annual appraisal, outcome-based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

We encourage and welcome applications from people from ALL backgrounds and protected characteristics; applicants will be considered for employment without regard to their race, colour, religion or belief, age, nationality, ethnicity, gender (including pregnancy, childbirth, or other related medical conditions, paternity, or adoption), gender identity, gender expression, sexual orientation, marital status, disability, or caring responsibilities.

As a Disability Confident employer, we will guarantee an interview for disabled applicants who meet the essential criteria for the job. Where the evidence shows that 'protected characteristics' are underrepresented in a profession or service, the Council may take 'positive action' to encourage applications for jobs to address this.